

Dear new employee

Welcome to Department of Electronic Systems. This brochure will provide you with general information about our department and practical information. Twice a year the department management organizes an introduction meeting for new employees. You will be contacted by email when the next meeting is coming up.

Organization

Department of Electronic Systems is organized under the Faculty of Engineering and Science. At present we are about 300 staff members, which include both scientific staff and technical-administrative staff.

Head of Department: Børge Lindberg

Head of Administration: Gitte Lynge

Head of Study Secretariat: Ove Andersen

Head of Technical Staff: Kim Olesen

The department is organized in five sections:

- Antennas, Propagation and Networking (APNet)
Section head: Gert Frølund Pedersen
- Automation and Control
Section head: Thomas Bak
- Infrastructure, Services and Entrepreneurship (ISE):
 - Center for Communication, Media and Information Technologies
 - Center for TeleInfrastruktur

Section head: Knud Erik Skouby

- Wireless Communication Networks (WCN)
Section head: Preben Mogensen
- Signal and Information Processing (SIP)
Section head: Søren Holdt Jensen

Practical information

Keys and access card

On your first workday you will get an access card to the buildings and a key to your new office.

IT support

AAU IT Service has a helpdesk located in B2-219 at Fredrik Bajers Vej 7. On your first day you will get your new email address and access to our systems. More info about ITS: <http://www.en.its.aau.dk>

Department website: www.es.aau.dk – Aalborg University website: www.aau.dk

Mail

Mail is collected from the “udgående” mail shelf around 10.00 every day. Before sending a letter you need to get a postage stamp from your section administrator.

Work hours

Work hours for full-time staff are 37 hours incl. lunch. The work hours are usually placed Monday-Thursday from 8.00 – 15.30 and Friday from 8.00 – 15.00.

Library & Bookstore

The University's library (AUB) is located at Fredrik Bajers Vej 7 A4 and Langagervej 2. The bookstore Factum Books is located at Fibigerstræde 15.

Canteens

The University canteen is located at Fredrik Bajers Vej 7A and the NOVI canteen is located at Niels Jernes Vej 10. In the department's coffee rooms coffee/tea and fruit are free for staff.

Illness

You must report your own or your child's first/second day of illness either by mail to illness@es.aau.dk and/or inform your section administrator. Please remember to inform us when you are back to work to the above-mentioned email.

Holidays

Inform your section administrator when you would like to take holidays. Further information about the Danish holiday rules are available at: <http://www.es.aau.dk/intranet/info-for-staff/>

PhD students – general information

PhD students (and supervisors) can find useful information at the website of the Doctoral School of Engineering and Science: <http://www.phd.teknat.aau.dk/>